

Memphis Landmarks Commission

COA Application Requirements

Plans and information shall be submitted as part of an application for a Certificate of Appropriateness (COA), according to the chart below. Plans must show height, width, roof form and pitch, material type, material dimensions, details, and site features. **Architectural plans shall be at a minimum scale of 1/4"=1'.** **Site plans shall be at a minimum scale of 1"=20' which will include a readable scale on the drawings.** Letter-size reductions (8½" x 11") are required with large size plans. Plans do not need to be drawn by an architect or draftsman. Only one copy of the plans and application need be submitted.

Include payment of the required fee with the completed application form. See the attached sheet for an explanation of fees. Make checks out to City of Memphis.

<i>Project</i>	<i>Required Information</i>
New Construction: primary structure, outbuilding or addition	<input type="checkbox"/> Site plan <input type="checkbox"/> Relevant or affected elevations (i.e. front and sides. Rear elevation required only if on a corner lot.) <input type="checkbox"/> Floor plans
Alteration	<input type="checkbox"/> Site plan <input type="checkbox"/> Elevations (only affected and/or visible sides.)
Site Improvement: fence or wall construction, other freestanding construction (e.g. pergolas, etc.)	<input type="checkbox"/> Site plan <input type="checkbox"/> Fence or wall elevation, noting height and materials <input type="checkbox"/> Gate elevation(s) (if applicable)
Site improvement: other	<input type="checkbox"/> Site plan
Demolition	<input type="checkbox"/> Site plan indicating area of demolition <input type="checkbox"/> Explanation of reasons for proposed demolition * A contractor's rehabilitation estimate, documented attempts for sale, and other supporting information may be required.
Relocation	<input type="checkbox"/> Site plans for both sites

Work reviewed in Historic Districts but not limited to:

New construction
 Exterior alterations
 Site improvements
 Demolition
 Relocation of structures
 New construction, including additions, garages, storage buildings
 Exterior alterations which increase the habitable space of a structure, such as dormer additions
 Site improvement construction, such as fences, gates and retaining walls

Contact staff with questions about the reviewable work for a particular project.

Memphis Landmarks Districts:

Annesdale Park
 Annesdale-Snowden
 Central Gardens
 Collins Chapel
 Cotton Row
 Evergreen
 Gayoso-Peabody
 Glenview
 Lea's Woods
 Maxwellton
 Rozelle-Annesdale
 South Main Street
 Victorian Village